

# WISCONSIN ELECTIONS COMMISSION

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**DATE:** September 11, 2018

**TO:** Wisconsin Municipal Clerks  
City of Milwaukee Election Commission  
Wisconsin County Clerks  
Milwaukee County Election Commission

**FROM:** Meagan Wolfe  
Interim Administrator

Jodi Kitts  
WisVote Elections Specialist

**SUBJECT:** WisVote Checklist I for the 2018 General Election

WisVote Checklist I for the November 6, 2018 General Election is now available. The Checklist contains pre-election tasks.

Please review the document carefully and thoroughly. This is the best source of information regarding WisVote related election cycle tasks and information. This checklist includes information and guidance on the following items:

- Review of Polling Place Locations
- Set up and/or review the Election Plan for this election
- New instructions on where to find the Pre-election Reporting Unit report (formerly Pre-Canvass Reporting Unit List)
- Review contests that were automatically created by WisVote and adding Referenda contests
- Entering candidates
- Tracking absentee ballots
- Entering open and late period voter registrations
- Performing data quality work, such as Address data quality and Registration List Alerts review
- Printing Poll Books and ERIC Supplemental Poll List